

**SECRET**

7 January 1969

MEMORANDUM TO: Chief, Agency Archives and Records Center

SUBJECT : Visit to Examine [ ] Facilities

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1. Last month you and I discussed the need to visit [ ] concerning the possible use of its warehouse facilities in the event we must remove the Agency material now stored in the GSA Records Center at Suitland. If convenient with you let us schedule that visit for about Thursday 13 February. If that conflicts with other plans please develop another date. I have never been there so please check out whether it is better [ ] Please let me know your arrangements by 23 January 1969.

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2. As you know, [ ] reported to Mr. Bannerman that the [ ] had ample room for records storage. At present some building material is being stored and he felt it could be moved outside. Mr. Bannerman responded that he would earmark the space for use in case we have to leave Suitland.

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Chief, Records Administration Branch

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